

PROVIDER INQUIRER

January 1st, 2006

www.michigan.gov/mdch

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Provider Enrollment Information

The Michigan Medicaid Program does require all providers who conduct business with the Department of Community Health to be registered on the State of Michigan's "Vendor Registration System." **Medicaid payments cannot** be issued if a Provider is not registered on the Vendor Registration System. This **MUST** be completed prior to being enrolled in the Michigan Medicaid Program. To complete the Vendor Registration process visit: www.cpexpress.state.mi.us.

As part of the registration process an IRS W-9 form will be required to be completed and submitted. The form can be submitted electronically.

Once you have completed the registration process and submitted your application with all appropriate data to Provider Enrollment you will be notified when your application has been processed. The provider will receive a

"Provider Turnaround Form", Report number PE-200, which will contain your Medicaid enrollment information and your Medicaid Identification (billing) number.

Information regarding Provider Enrollment can be found at our website:

www.michigan.gov/mdch >>Providers >> Information for Medicaid Providers >> Provider Enrollment. This website also provides additional information which relates to Electronic Funds Transfers, Out of State Provider requirements, National Provider Identifier Number and Credentialing Requirements.

Provider Address Changes

Any providers that have a new address please make sure to update your Provider Enrollment file. You will need to fax or mail your new address to Provider Enrollment.

Provider Enrollment, P.O. Box 30238, Lansing, MI 48909
Fax: (517) 241-8233

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What's New



National Provider Identifier (NPI)

All healthcare providers are eligible to receive a NPI. All HIPAA covered healthcare providers, whether they are **individuals** (such as physicians, nurses, dentists, chiropractors, physical therapists, or pharmacists) or **organizations** (such as hospitals, home health agencies, clinics, nursing homes, residential treatment centers, laboratories, ambulance companies, group practices, health maintenance organizations, suppliers of durable medical equipment, pharmacies, etc.) must obtain an NPI for use to identify themselves in HIPAA standard transactions. Once enumerated, a provider's NPI will not change. The NPI remains with the provider regardless of job or location changes.

Individuals and organizations may now apply for their NPI on the National Plan and Provider Enumeration System (NPPES) web site, <https://nppes.cms.hhs.gov>. The NPPES is the only source for NPI assignment. You may also call the Enumerator at 1-800-465-3203 or TTY 1-800-692-2326.

The application and request for an NPI does not replace the enrollment process for Medicaid or other health plans. Enrolling with Medicaid authorizes you to bill and be paid for services.

All providers who submit healthcare transactions electronically must begin using the NPI by May 23, 2007. Every organization should be looking into how the NPI will effect you and how your organization will be handling the NPI. Start reviewing the information today.

For more HIPAA information or NPI information, you may call the HIPAA Hotline: 1-866-282-0659 or write to AskHIPAA@cms.hhs.gov on the web.

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Dental Claim Format ADA 2002

MDCH policy states that dental providers must currently use the ADA 2000 dental claim form for billing and reimbursement. A project is underway to convert to the ADA 2002 claim form by early spring 2006.

If the ADA 2002 claim form is submitted now, MDCH is capable of manually processing the ADA 2002 form. While the ADA 2002 claim form can be processed, providers need to be aware that processing the claim manually is more likely to create errors and cause delays in reimbursement. MDCH continues to encourage use of the ADA 2000 claim form since the OCR Scanning process is more efficient and payment is quicker.

Current MDCH reporting requirements must still be fulfilled for both claim forms. MDCH will continue to return ADA 2000 and/or ADA 2002 claim forms that are not formatted correctly or have missing information.

On the ADA 2002 claim form, providers must currently report the Beneficiary ID in field 15, and their Provider Type and ID in field 49. New fields 25, 51 and 38 must also be reported, as well as field 4. If other insurance is involved, fields 5-11 must be filled out and the other insurance payment must be reported in field 32. The other insurance EOB must be attached.

Further detailed claim instructions for the ADA 2002 claim form will be published by MDCH with the transition is implemented. Watch for a bulletin announcing the transition to the ADA 2002 claim form.

If there are any questions regarding the ADA 2002 claim form, contact Provider Inquiry at 1-800-292-2550.

Happy New Year!

The State of Michigan offices will be closed:

Monday, January 2, 2006 - New Year's Holiday

Monday, January 16, 2006 - Martin Luther King Jr. Day